

# Job Title: TECHNICAL MANAGER VI - CRASH RECORDS SECTION MANAGER - IPR#46332

**Agency :** Department of Transportation

**Closing Date/Time:** 05/04/2023

**Salary:** \$6,670 - \$11,020 Monthly

**Job Type:** Salaried Full Time

**County:** Sangamon

**Number of Vacancies:** 1

**Plan/BU:** NR916 - Protech Teamsters

**This position is a union position; therefore, provisions of the relevant collective bargaining agreement/labor contract apply to the filling of this position.**

**All applicants who want to be considered for this position MUST apply electronically through the [illinois.jobs2web.com](https://illinois.jobs2web.com) website. State of Illinois employees should click the link near the top left to apply through the SuccessFactors employee career portal.**

**Applications submitted via email or any paper manner (mail, fax, hand delivery) will not be considered.**

## Agency Mission Statement

The Illinois Department of Transportation is seeking to hire a Crash Records Section Manager.

The IDOT team works diligently to provide safe, cost-effective transportation for Illinois in ways that enhance quality of life, promote economic prosperity and protect our environment. We are problem solvers and leaders, constantly searching for innovations and improvements in support of our commitment to providing the best multimodal transportation system for Illinois.

Our team fosters a culture of inclusivity. We value diversity and hold ourselves to the highest ethical standards as we work together for a common purpose. Team members frequently collaborate with colleagues and others outside the department to best meet customer needs.

The department offers extensive training and career advancement opportunities. Employees also receive a robust benefit package including:

- Monday-Friday work schedule
- Flexible work schedules are available in many program areas.
- Health, Life, Vision, and Dental Insurance
- Pension Plan
- (10) Weeks paid Maternity/Paternity Leave
- Deferred Compensation Program and other pre-tax benefit programs (Medical/Daycare)
- Employees earn (12) paid Sick Days annually.
- New Employees earn (10) paid Vacation Days their first year of service and can earn up to (25) paid Vacation Days annually.
- Employees earn (3) paid Personal Days annually.
- (13-14) paid holidays annually (based on start date)
- Tuition Reimbursement

We invite qualified applicants to apply to become part of our team. We are confident that you will take pride in serving Illinois and its residents and visitors.

## Job Responsibilities

This position is accountable for the technical and managerial operations of the department's official crash records system through proper use of data processing applications and techniques combined with effective utilization of the Crash Information System (CIS).

Cases statistically processed: 400,000 annually

Certification of Secretary of State: 40,000 annually

This position reports to the Bureau Chief of Data Collection. Reporting to this position is the Location Coding and Stop Study Specialist, Crash Records Production Specialist, Systems Administrator, Training Coordinator, Safety

Responsibility Analyst Supervisor, Administrative Support Technician, Office Administrator IV, and Seasonal Technician Trainee Intern.

The incumbent's primary responsibility is to manage two major agency programs utilizing a group of professional, technical, administrative, and clerical employees engaged in administering that portion of the Safety Responsibility Law (SRL) and crash reporting laws relegated by statute to the Illinois Department of Transportation (IDOT) and the statutes relating to crash reports from police agencies and motorists. This position serves as a spokesperson on issues concerning safety responsibility and crash reporting laws to create public awareness, responds to inquiries with the interpretation of the departmental stance in regard to these laws and policies, and solicits support for these policies and programs.

A typical problem of this position is to balance manpower constraints so as to best meet the crash data needs of users and at the same time satisfy the legislative mandates specified in safety responsibility and crash reporting laws of the state. The primary challenge of this position is to establish and maintain contacts not only with engineering and technical personnel throughout the department and various federal/state/local governmental agencies, but also with public officials and legislative leaders.

### **(Job Responsibilities continued)**

The incumbent is personally responsible for directing activities associated with IDOT's portion of the state's SRL and crash reporting laws. The incumbent develops specific legislation in conjunction with the Bureau Chief of Data Collection and establishes and implements policies. S/He directs the handling of correspondence and works closely with officials in the Illinois Office of the Secretary of State (SOS) in coordinating the activities of the two safety responsibility offices. The incumbent serves as spokesperson disseminating information, interpreting policies, and responding to inquiries concerning crash reporting and safety responsibility to the department's district offices, federal/state/local governmental agencies, insurance executives, police agencies, attorneys, and the general public. S/He develops instructional materials used in training programs for law enforcement and engineering personnel throughout the state regarding crash reporting. The incumbent is responsible to the Illinois Attorney General in ascertaining that the SRL is administered as mandated by the United States Supreme Court and other courts having jurisdiction. The incumbent trains, develops, and motivates staff to ensure efficient and effective Crash Record Section operations and recommends staffing needs, disciplinary actions, and other personnel activities.

### **(Job Responsibilities continued)**

The incumbent accomplishes accountabilities through the following staff:

Location Coding and Stop Study Specialist who provides the technical analysis expertise needed for the preparation and updating of city and county spot maps, and other reference data used by the Coding Unit and other units within the Bureau of Data Collection. S/He is also accountable for overseeing the Illinois Traffic and Pedestrian Stop Study.

Crash Records Production Specialist who assists in monitoring the production operations of the CIS through proper use of data processing applications and techniques combined with effective utilization of the CIS.

Systems Administrator who provides daily maintenance, ongoing user support, and system training in the operations of the CIS to ensure a user friendly environment as well as the efficient processing of all motor vehicle crash reports.

Training Coordinator who initiates and maintains a thorough training program for new employees, including the development of training materials, manuals, and other reference information.

Safety Responsibility Analyst Supervisor who ensures that the motorists in non-compliance with the SRL are identified, as well as provides operational support for the safety responsibility and crash analysis functions.

Administrative Support Technician who provides support as needed in the Coding Unit within the Crash Records Section.

Office Administrator IV who supplies crash location and statistical data for the department's CIS. S/He assists in developing and implementing policies and procedures to ensure that each case record is accurately classified and processed in compliance with Illinois' SRL.

Seasonal Technician Trainee Intern who provides the Crash Records Section support to ensure that production levels are maintained in heavy workload areas.

### **(Job Responsibilities continued)**

The incumbent is given wide latitude to exercise initiative and judgment in the careful planning, development, and implementation of the necessary technical changes to the CIS so as to satisfy competing needs and legislative requirements. S/He operates the Crash Records Section within federal and state statutes as well as departmental and divisional policies and procedures. The incumbent submits annual operating plans and budget requests to the Bureau Chief of Data Collections for approval and makes recommendations regarding personnel activities.

The incumbent is responsible for coordinating the crash reporting and crash information programs as they pertain to highway improvements and funding priorities within the Office of Planning and Programming (OPP), Office of Highways Project Implementation, Office of Finance and Administration, and the Office of Chief Counsel's Bureau of Claims. The incumbent establishes and maintains contacts with federal/state/local officials, legislative leaders, and attorneys representing insurance companies as well as the general public. Occasional statewide travel with overnight stays is required.

The effectiveness of this position is measured by the accuracy and timeliness of the crash database, the time required to meet the provisions of the SRL, and the acceptability and cost effectiveness of the recommended changes in procedures, policies, and techniques. The incumbent ensures that maximum effort is utilized to meet legislatively mandated reporting time frames so as to not cast negative reflections on the Illinois Office of the Governor, the Illinois Secretary of Transportation, or the OPP.

### **Principal Accountabilities**

1. Develops and implements policy for the administration of the department's safety responsibility, crash reporting, and crash information programs including the receipt of crash reports, the processing of files, and the identification of motorists in non-compliance with the SRL.
2. Coordinates the crash reporting and crash information programs on an intra-agency basis with the CIS to coordinate inter-agency operations with the SOS, the Illinois State Police, and over 1,000 local police and engineering agencies.
3. Serves as spokesperson disseminating information and responding to inquiries concerning crash reporting and safety responsibility to the department's district offices, federal/state/local governmental agencies, insurance executives, police agencies, attorneys, and the public.
4. Performs investigative studies of the safety responsibility and crash reporting programs in order to improve current methods used in Illinois. Recommends technical changes for incorporating improvements to the CIS.
5. Evaluates and prepares responses to legislative proposals affecting the Safety Responsibility Program and crash reporting.
6. Develops instructional materials used in training programs for law enforcement and engineering personnel throughout the state regarding crash reporting.
7. Trains, develops, and motivates staff to ensure efficient and effective Crash Records Section operations and recommends section staffing needs, disciplinary actions, and other personnel activities.
8. Verifies for the Illinois Attorney General that the SRL is administered as mandated by the United States Supreme Court and other courts having jurisdiction.
9. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
10. Performs other duties as assigned.

### **Qualifications**

**Position Requirements**

- Education/Experience
  - Completion of a bachelor's degree majoring in public administration, public policy, human resources, or communications PLUS four years of experience in developing and implementing policies, conducting investigative studies on programs or procedures, or conducting human resources/personnel operations or activities, or a combination thereof; OR
  - Twelve years of experience in developing and implementing policies, conducting investigative studies on programs or procedures, or conducting human resources/personnel operations or activities, or a combination thereof
- Two years of supervisory experience
- Valid driver's license
- Occasional statewide travel with overnight stays

**Preferred Requirements**

- Working knowledge of the Safety Responsibility Law and crash reporting.
- Working knowledge of legislative processes
- Supervisory skills
- Strong oral and written communication skills
- Strong organizational skills

**Work Hours:** 8:00 A.M. - 4:30 P.M. Monday-Friday

**Work Location:** 2300 S Dirksen Pkwy Springfield, IL 62764-0001

**Office:** Office of Planning and Programming/Bureau of Data Collection

**Agency Contact:** DOT.CONTRACTHR@ILLINOIS.GOV

**Job Family:** Transportation; Employee Services; Leadership & Management; Public Safety

**APPLICATION INSTRUCTIONS**

Use the "Apply" button at the top right or bottom right of this posting to begin the application process.

If you are not already signed in, you will be prompted to do so.

State employees should sign in to the career portal for State of Illinois employees – a link is available at the top left of the [Illinois.jobs2web.com](http://Illinois.jobs2web.com) homepage in the blue ribbon.

Non-State employees should log in on the using the "View Profile" link in the top right of the [Illinois.jobs2web.com](http://Illinois.jobs2web.com) homepage in the blue ribbon. If you have never before signed in, you will be prompted to create an account.

If you have questions about how to apply, please see the following resources:

State employees: Log in to the career portal for State employees and review the Internal Candidate Application Job Aid

Non-State employees: on [Illinois.jobs2web.com](http://Illinois.jobs2web.com) – click "Application Procedures" in the footer of every page of the website.

The main form of communication will be through email. Please check your "junk mail", "spam", or "other" folder for communication(s) regarding any submitted application(s). You may receive emails from the following addresses:

- [donotreply@SIL-P1.ns2cloud.com](mailto:donotreply@SIL-P1.ns2cloud.com)
- [systems@SIL-P1.ns2cloud.com](mailto:systems@SIL-P1.ns2cloud.com)